



**Varsity College P&C Association
General Meeting Minutes
Wednesday 11th February 2020**

Item	What	Business	Estimated Time
1	Call to order – Welcome to General Meeting	Opening remarks, acceptance of apologies & thanks to members and volunteers for coming.	5 mins
2	Apologies	Cindy Paterson Joella Taggart Kerry Cowling Annandale	
3	Confirmation of previous minutes	<p>The minutes of the previous General Meeting held on Wednesday 27th of November are a true and accurate record of the meeting. Noting amendment made, correction of name.</p> <p>MOTION</p> <p>That the minutes of the previous General Meeting – Wednesday 27th November, be accepted as a true and accurate record of the meeting.</p> <p>PROPOSED: Sharon Schultz SECONDED: Jackie Parass</p>	
4	Business arising from previous minutes	<ul style="list-style-type: none"> • Jackie Parass was elected by secret ballot and endorsed as Secretary, Executive Committee. • Class parent representatives update ONGOING • School marketing support update • Cold snap towels update • Event in Cultural Week run collaboratively by school and P&C <p>Confirm dates</p> <ul style="list-style-type: none"> • School Banking update – It won't happen due to the lack of volunteers this year. Final letter will be sent for a call to parents to volunteer. The P&C are working with Ann from the School banking program to give it every chance of success. 	2 mins

5	Correspondence received since the last General Meeting	<p>Incoming:</p> <ul style="list-style-type: none"> • Email update – Rebel Sports vouchers to be used for hockey table – No objections • Smith Family, Saver Plus has started working with parents • Karen Andrews MP regarding volunteer grant – grant changes to a Butterfly Garden and we would like to have media advertisement when it’s launched • Cr Hermann Vorster regarding school drop off zone Signs are to be put up • Colin and Marian Frew raffle update – Colin has raised \$3000 in goods so far, expecting to raise \$7000 Considering top 3 sales prized to students Colin will look into Rafflelink for online sales Tickets will be released on Week 8 (Term 1) - 21st march Prizes will be drawn on Week 3 (term 2) • Email for school excursion to Japan – no objections • Passion Project from the teachers and support to write grants update • Notice for AGM on the 25th March 2020 – No objections General Meeting 6pm, followed by AGM at 6:45. • Dux and VET Excellence Award 2019 - already paid to student <p>MOTION The motion to accept the above correspondence from executive team:</p> <p>PROPOSED: Sharon Schultz SECONDED: Katie Garrett</p> <p>Outgoing</p> <ul style="list-style-type: none"> • Email to the school seeking confirmation of calendar for 2020 P&C events – Waiting for confirmation <p>MOTION That the inwards correspondence be received, and outwards be endorsed.</p> <p>PROPOSED: Jackie Parass SECONDED: Katie Garrett</p>	5 mins
6	Business arising from incoming correspondence	School has provided an acquittal list of P&C rewards and recognition	2 mins
7	Tabled Executive Committee’s Decisions	Bookkeeper for audit preparation and possible budget for a regular bookkeeper. - NO Objections to hire Jaimes Noel who has extensive knowledge working with P&C’s on the GC.	

		<p>MOTION</p> <p>To support the recruitment of a bookkeeper to assist the P&C in preparation for the audit.</p> <p>PROPOSED: Sharon Schultz SECONDED: Catherine Fitzsimmons</p> <p>Budget of \$200 for stationery to support P&C – NO Objections</p> <p>MOTION</p> <p>To endorse the allocation of a \$200 budget for the Varsity College P&C to use for stationery expenditure.</p> <p>PROPOSED: Sharon Schultz SECONDED: Jackie Parass</p>	
8	Treasurer Report	<p>Treasurers Report includes all events held by the P&C Exec since the last meeting.</p> <p>BAS has now been lodged for March, June & September 2019.</p> <p>QTC loan was paid on November 15th \$11,572.45 by Varsity College P&C. This amount has been invoiced to Varsity College finance and is due to be paid by 03/12/19.</p> <p>This will increase the general transaction account by \$11,572.45.</p> <p>Graduation Bears and Balls – only Primary Campus for 2020 128 items sold Income: \$2,488.00 Expenses: \$1,883.79 Profit: \$604.21</p> <p>Christmas Cards Income: \$1,513.60 Expenses: \$428.59 Profit: \$1,085.01</p> <p>Sharon will confirm if students can / want to participate this year.</p> <p>Proposed Motion: That the Treasurers report to be accepted as true and correct.</p> <p>PROPOSED: Katie Garrett SECONDED: Catherine Fixsimmons</p>	10 mins

9	Grants	<p>All Grants have been reported to the school and accepted by the Executive team.</p> <ul style="list-style-type: none"> • Update on Community Gambling Benefit Fund Unsuccessful will reapply for drinking fountains • Update on Division 11 Grant Successful \$5000 to renovate the P&C wall in celebration of all the different cultures in the school. • Update on Environmental Grant Bird Wing Butterfly Habitat has been submitted and along with the support of the school Passion project. If we get this grant it will be the start of a sustainable area. • Volunteer Grant discussion – expired 	5 mins
10	Communication	Nil	
11	Sub Committee Report & Financial Statement	<p>Bank Balances:</p> <ul style="list-style-type: none"> • Bendigo General Savings ACCT: 157523887 \$5,224.20 • Bendigo General Transaction ACCT: 157523838 \$30,734.20 • Bendigo School Building Fund ACCT: 157522988 \$1,563.91 • Bendigo School Building Fund ACCT: 157523044 \$10,734.31 • CBA Cheque ACCT: 10225025 \$2,011.76 	5 mins
12	Other Reports	Executive Principal's Report – Sharon Schultz	10 mins
13	Motions on Notice	No motions on notice	-
14	General Business	<ul style="list-style-type: none"> • It was discussed the need for the P&C to be promoted on the school website. Andrea will work with Sharon first to decide how this will happen. It was suggested the P&C Logo to go on the slide on the front page. • Newsletter to include dates for P&C meeting • Treasures and Secretary roles are coming up for election as current members are moving to different positions. • Athletes Foot vouchers to be collect for the P&C. Emma offered to collect them. 	15 mins
15	Review of events since last meeting	Nil	10 mins
16	Current events	<p>P&C to run the bbq at the Secondary Open day - 25th Feb</p> <p>Mother's Day Stall</p> <p>MOTION</p>	5 mins

		<p>To accept the budget of \$6,500 to use for Mother's Day stall expenses.</p> <p>PROPOSED: Sharon Schultz SECONDED: Emma Silver</p> <p>School Disco – We need conformation if Disco for Term 1 will go ahead</p> <p>MOTION</p> <p>To accept the budget of \$2,000 to use for school disco expenses.</p> <p>PROPOSED: Melanie Bryson SECONDED: Catherine Fitzsimmons</p>	
17	Other Business	Nil	-
18	Applications for membership and recording of new Members	<p>New member application - Evelyn Carlson</p> <p>MOTION</p> <p><i>That the following be accepted as a Varsity College P&C member.</i></p> <p><i>Evelyn Carlson</i></p> <p>PROPOSED: Sharon Schultz SECONDED: Katie Garrett</p>	2 mins
19	Next General Meeting	<p>Wednesday 25th March AGM The Globe, Primary Campus 6 –7.30pm</p>	
	Meeting CLOSED	7.38pm	

Name: _____ Signed _____ Date _____

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